

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

WEB SITE: www.ManchesterNH.gov



CUSTOMER SERVICE REPRESENTATIVE III

(Announcement No. R-043-07)

Grade 13

Starting Pay: \$13.58 per hour— plus extensive benefits package

Monday through Friday

THE JOB:

Performs a variety of high level clerical and information dissemination services for employees and visitors within City government. Answers department telephone calls; receives and greets visitors and provides information to callers and visitors; follows-up on customer complaints; prepares correspondence, lists and other documents on computer; receives cash for designated items, makes appropriate change and reconciles cash drawers; processes, vital records, applications, licenses or related documents. Performs related duties.

MINIMUM

QUALIFICATIONS:

High School graduate or GED, and 4-6 years experience in general office operation; or an equivalent combination of training and experience.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.

APPLICATION

PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

OPENING DATE:

Wednesday, June 20, 2007

CLOSING DATE: Friday, July 6, 2007

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST